



19 March 1973

MEMORANDUM FOR: DDO/OP

SUBJECT : Study of DDO Personnel Procedures

REFERENCE : DDO Memorandum of 15 March 1973,  
Same Subject

Listed below are the Division D personnel who devote a substantial portion of their time to personnel affairs:

"S" CAREERIST

<u>Name &amp; Grade</u>	<u>Position</u>	<u>Function Performed</u>	<u>Approx. % of Time</u>
25X1A9A [Redacted]	Admin. Officer	Personnel Officer	[Redacted] 25X1A

"D" CAREERIST

25X1A9A [Redacted]	Clerk Typist	Personnel Asst./Clerk	
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25X1A9A

[Redacted][Redacted]

25X1

23 March 1973

MEMORANDUM FOR: DDO/OP

SUBJECT : Personnel Functions

REFERENCE : Memorandum From C/DIV/D Dated 19 March 1973,  
Subject: Study of DDO Personnel Procedures

1. Detailed below are a series of Personnel Functions performed by the Division D Support Group. The Chief of the Support Group doubles as a Personnel Officer, spending by far the greater portion of his time on personnel related matters.

- a. To provide advice and guidance to supervisors regarding revised personnel policies, employee morale, and personnel planning.
- b. Initiation and coordination of personnel actions.
- c. Processing of employees being assigned, reassigned, resigning, or retiring.
- d. Employee counseling on all aspects of personnel, leave, retirement, training, career development, and personal problems.
- e. Administration of Agency programs such as Blood Donor, Consolidated Charities, Bond Drives, etc.

2. The Clerk Typist in support of the Personnel Function performs a myriad of tasks including but not limited to the following:

- a. Maintenance of soft files on Division D personnel.
- b. Initiation and follow up on fitness reports, and their monitoring to insure compliance with regulations.

25X1

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c. Maintenance of TDY standby roster and insurance that passport, medical status, and cover documentation is current.

d. Issuance and control of Time and Attendance cards.

e. Provides clerical assistance to accomplish the above.

3. The above information reflects standard procedures for a relatively small component. We do not have any particularly unique problems by virtue of size or as related to our reason for being. We believe we should avoid at this time specific recommendations for changing personnel procedures due to the relative newness of both the Chief of the Support Group and the Clerical Assistant. We feel confident that a better understanding of the system as it now functions will necessarily lead to recommendations which will be forwarded for review by the Office of Personnel.

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Chief, Support Group  
Division D